STANDARD FORM NO. 64
Approved For Release 2000/04/14 : CIA-RDP78-03568A000300120038-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Division DATE:

FROM : Deputy Chief of Procurement

SUBJECT: Reclassification of Position 81

Increased operations in the Automotive Property Section, Supply Division have accordingly resulted in an increase in the volume of correspondence required to effectively execute the services required of this activity, thereby necessitating the services of a Clerk-stenographer in lieu of clerk-typist. In view of the fact that the manual preparation of such a volume of correspondence by supervisory personnel results in a waste of valuable time which could otherwise be devoted to the performance of duties in keeping with their position and grade, it is requested that Position 81, which is presently classified as clerk-typist GS-3 be reclassified to clerk-stenographer GS-4.

[redacted]

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Approved -

Class & Wage

R.A.S. 12/26/51

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Jm 12/26/51

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